

## **JOB DESCRIPTION**

**Class Title:** Community Center Supervisor  
**Department:** Parks and Recreation  
**Location:** Stuart Community Center, 415 Franklin Street, Carlisle, PA 17013

### **GENERAL PURPOSE**

Oversee the building during evenings and weekends. Set up Multi-Purpose Rooms and Gym for programs, meetings, parties and sports.

### **SUPERVISION RECEIVED**

Work under the general supervision of the Parks and Recreation Director. Work directly under the Parks and Recreation Department Secretary.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Center Supervisors are expected to conduct themselves in a mature and responsible manner.
- They will be scheduled to arrive 15 minutes prior to the first event of their shift and will stay until the last group leaves. This could be as late as 11:00 p.m.
- During their shift they will monitor all events, adhering to a daily schedule provided by the office staff. They must enforce the building rules and regulations, using good judgment.
- Center Supervisors need to communicate effectively with instructors, referees, program participants and guests.
- In multi-purpose rooms, they need to set up tables and chairs. In the gym, they will set up equipment, including volleyball, basketball, pickleball and soccer nets, and transport carts of tables and chairs, as needed.
- Center Supervisors must arrange for a substitute if they are not able to work their scheduled shift. They are not permitted to take part in programs or events while on duty.
- With the support of their supervisors, Center Supervisors will need to deal with any safety matters, maintenance issues or behavior problems which might arise.
- At the end of their shift, Center Supervisors must put away equipment and secure the building.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- Must be 18 years of age or older and have a high school diploma or GED.
- Valid Pa. State Police Criminal History Clearance
- Valid Pa. Dept. of Human Services Child Abuse History Clearance
- Fingerprint-based federal criminal history
- Mandated Reporter Online Training

### **NECESSARY KNOWLEDGE, SKILLS and ABILITIES**

- Ability to follow written directions and adhere to a strict schedule.
- Effective communication skills and assertiveness.
- Ability to work effectively with customers and other staff.

### **PHYSICAL DEMANDS**

- Must be able to lift and maneuver up to 75 lbs. This includes setting up volleyball equipment and moving carts of tables and chairs.